



Town of Arlington, MA Redevelopment Board

Agenda & Meeting Notice December 4, 2017

The Arlington Redevelopment Board will meet Monday, December 4, 2017 at 7:30 PM in the **Town Hall Annex, 2nd Floor Conference Room, 730 Massachusetts Ave. Arlington, MA. 02474**

1. Zoning Recodification Update / Special Town Meeting Warrant Article

7:30-8:10PM Staff and board members will provide and update on zoning recodification, upcoming community engagement, and discuss the Special Town Meeting warrant article.

2. 2018 Meeting Schedule

8:10-8:20PM Board will discuss 2018 Meeting Schedule

3. Approval of Meeting Minutes from November 13, 2017

8:20-8:30PM Board members will review minutes from the previous ARB meeting and provide feedback for edits and vote.

4. Adjourn

8:30PM ARB members will adjourn.



Town of Arlington, Massachusetts

Zoning Recodification Update / Special Town Meeting Warrant Article

Summary:

7:30-8:10PM Staff and board members will provide and update on zoning recodification, upcoming community engagement, and discuss the Special Town Meeting warrant article.

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Zoning_Recod_Warrant_Article_11-30-17.pdf	Zoning Recodification Warrant Article
▢ Reference Material	Warrant_Article_Submission_Instructions.pdf	Warrant Article Submission Instructions
▢ Reference Material	ATM_and_STM_Warrants_Email.pdf	ATM and STM Warrants Email
▢ Reference Material	Zoning_Recodification_outreach_meeting_schedule.pdf	Zoning Recodification Outreach Meeting Schedule
▢ Reference Material	Outreach_Plan_11-30-17.pdf	Outreach Plan

PROPOSED ZONING RECODIFICATION WARRANT ARTICLE

ARTICLE __ ZONING BYLAW AMENDMENT/RECODIFICATION

To see if the Town will vote to recodify, and therefore amend the Zoning Bylaw to make the Bylaw easier for users to navigate, simplify and update its language, and provide a better structure for predictability and flexibility in both the interests of current use and future adaptability, by:

- 1. re-organizing, re-positioning, re-captioning and re-numbering portions of the Zoning Bylaw to enhance accessibility and adaptability;*
- 2. updating and clarifying the purpose and authority of the Zoning Bylaw to clearly state the Town's legal and factual premises for zoning regulations;*
- 3. improving definitions to more clearly describe zoning districts, uses, and requirements, and provide greater consistency with present State law;*
- 4. eliminating redundant or unnecessary provisions; making amendments such as correcting spelling and typographical errors, and eliminating or updating outdated statutory references;*
- 5. revising, re-organizing and clarifying Zoning Bylaw administrative provisions; and*
- 6. making other amendments for clarification and consistency;*

and by taking the following actions:

- 1. Deleting in their entirety the following provisions and all their subparts of the existing Zoning Bylaw:*

Article 1: Title, Authority, and Purpose;

Article 2: Definitions;

Article 3: Establishment of Districts;

Article 4: Interpretation and Application;

Article 5: Use Regulation;

Article 6: Dimensional and Density Regulations;

Article 7: Signs;

Article 8: Off-Street Parking and Loading Regulations;

Article 9: Nonconforming Uses, Structures, and Lots;

Article 10: Administration and Enforcement;

Article 11: Special Regulations;

Article 12: Amendment, Validity, and Effective Date; and

2. *Substituting the following provisions and their subparts in the document entitled “Proposed Amended Zoning Bylaw, dated December X, 2017” on file in the office of the Town Clerk and the Department of Planning and Community Development:*

<i>Section 1.0</i>	<i>Purpose and Authority;</i>
<i>Section 2.0</i>	<i>Definitions;</i>
<i>Section 3.0</i>	<i>Administration and Enforcement;</i>
<i>Section 4.0</i>	<i>Establishment of Districts;</i>
<i>Section 5.0</i>	<i>District Regulations;</i>
<i>Section 6.0</i>	<i>Site Development Standards;</i>
<i>Section 7.0</i>	<i>Special Residential Regulations;</i>
<i>Section 8.0</i>	<i>Special Permits;</i>
<i>Section 9.0</i>	<i>Special Districts;</i>
<i>Section 10.0</i>	<i>Special Regulations; and</i>

3. *And by taking any action related thereto.*

Changes are set forth in the proposed recodified and amended Town of Arlington Zoning Bylaw dated December X, 2017, (with commentary and supplementary materials available for informational purposes) on file in the Office of the Town Clerk, and the Department of Planning and Community Development, located at 730 Massachusetts Avenue; and on the Town’s website at www.arlingtonma.gov/town-governance/all-boards-and-committees/redevelopment-board; or take any action related thereto.



Office of the Board of Selectmen
730 Massachusetts Ave.
Arlington, MA 02476

Warrant Article Submission Instructions Town of Arlington

This information packet describes the process of submitting warrant articles for insertion into the warrant for any Annual or Special Town Meeting. Included in this packet are the Warrant Article Submission Form and the Warrant Article Submission Checklist.

Under the Massachusetts General Laws, ten (10) registered voters of the Town may submit a warrant article for consideration by the Annual Town Meeting of the Town. Signatures of 100 registered voters are required to insert an article into a Special Town Meeting warrant. Proponents of an article are encouraged to secure a few more signatures than 10 or 100, respectively, in the event of illegible signatures or signers not qualified as registered voters. Appropriate subjects for Town Meeting action under a warrant article include: (1) adopting, repealing, or amending Town bylaws; (2) authorizing the filing of home-rule legislation; (3) accepting or revoking the acceptance of local-option legislation; (4) making and amending budgetary appropriations; (5) authorizing the acquisition or disposition of interests in land; and (6) making resolutions.

Article proponents are strongly encouraged to consult with the Town Counsel as to appropriate wording of the article so that it is in proper form for consideration by Town Meeting. The phone number of the Town Counsel is (781) 316-3150. If possible, please allow at least ten days before the deadline for submission of warrant articles to consult with Town Counsel.

If your article is not in the proper form, it will be amended before submission to Town Meeting. Without changing the legal effect of the article, extraneous assertions, arguments, or advocacy may be deleted. The warrant is not the appropriate place to make policy arguments in support of your article. You will have opportunities to distribute advocacy materials and proposed votes to the board that hears your article and to Town Meeting Members before final votes are taken. Working with Town Counsel ahead of time on the language of your article is the best way to ensure that it will be in proper legal form when submitted and will not require amendment to make it appropriate for the warrant.

Before going to Town Meeting, the article will be subject to review by the Finance Committee (any articles that request an appropriation of funds), the Redevelopment Board (zoning articles), or the Board of Selectmen (all other articles). The contact person for each article will be informed of the date of the hearing before the appropriate Town Board. It is your responsibility to be available for the scheduled hearing.

The article itself is only an agenda item and is not actually what is voted by the Town Meeting. The Town Meeting votes on a motion, which proposes a particular course of action within the general subject matter of the warrant article. In the event that the Board of Selectmen, Finance Committee, or Redevelopment Board, respectively, agree with the action proposed by the warrant article, then Town Counsel drafts a “main motion” to be included in that board’s report to Town Meeting. If the appropriate board disagrees with the warrant article submitted, it will recommend that Town Meeting take a vote of “no action” under the article. If that is the case, then the proponent will need a “substitute motion” to be brought by a Town Meeting Member in order to bring the matter before Town Meeting. The Town Counsel can aid in the drafting of a substitute motion. After being recognized by the Moderator, any Town resident has the right to address the Town Meeting directly on the merits of any proposed motion.

If the matter proposes a change in the zoning bylaw, then special procedural requirements apply. Proponents should discuss this matter with the Town Counsel or Director of Planning at (781) 316-3150 and (781) 316-3092, respectively.

Warrant Article Submission Checklist

- ☐ Review warrant article with Town Counsel.
- ☐ Complete Warrant Article Petition form including full contact information.
- ☐ Collect 10 or more signatures on the Petition.
- ☐ **A paper copy of the completed warrant article petition with signatures must be delivered to the Board of Selectmen’s Office, between December 5, 2017 and Friday, January 26, 2018, 12:00/NOON.** The office is located at 730 Massachusetts Avenue, Arlington, MA 02476.
- ☐ Provide an electronic copy (word document) of the Petition to the Board of Selectmen: bosadmin@town.arlington.ma.us.

Warrant Article Submission Form

PETITION OF TEN REGISTERED VOTERS FOR INSERTION OF ARTICLE INTO THE WARRANT FOR THE ANNUAL (SPECIAL) TOWN MEETING.

File Completed Form with the Board of Selectmen's Office no later than Friday, January 26, 2018, 12:00/Noon.

We, the undersigned registered voters (10 for Annual, 100 for Special) of the Town of Arlington, hereby petition the Board of Selectmen pursuant to MGL c.. 39, § 10 to insert the following article(s) into the warrant for the Annual (Special) Town Meeting.

ARTICLE

Proposed Title/

Subject Matter:

To see if the Town
will vote to or take
any action related
thereto:

Requested by:

(Name one person who will be the contact individual for this article and will serve as the person for upcoming hearings regarding this article.).

Address:

Telephone:

Email:

For Office Use Only – Do Not Write In This Area

Proposed Name/Subject Matter: _____

The primary motion for this article will come from:

Board of Selectmen

Redevelopment Board

Finance Committee

The following groups will comment on this article:

Board of Selectmen

Redevelopment Board

Finance Committee

Proposed Title/Subject Matter _____

Signatures

Printed Name & Address

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

(please use additional sheets of paper for signatures if needed)

From: "Town of Arlington, MA" <do-not-reply@town.arlington.ma.us>
To: jraitt@town.arlington.ma.us
Date: 11/29/2017 09:01 AM
Subject: 2018 Annual Town Meeting and Special Town Meeting Warrants Open in December

2018 Annual Town Meeting and Special Town Meeting Warrants Open in December

Date: 11/28/2017 3:56 PM

2018 Annual Town Meeting Warrant Opens December 5

Deadline to submit warrant is January 26, noon.

The Board of Selectmen served notice that the opening of the Warrant for the Annual Town Meeting for 2018 begins December 5, 2017 at 8:00 a.m. and closes on Friday, January 26, 2018 at noon. During this time warrant articles can be submitted to the Board of Selectmen's Office. The Warrant Article Submission Packet, which includes instructions, is available at the Board of Selectmen's Office at Town Hall and also online at arlingtonma.gov/townmeeting.

Town Meeting starts April 23, 2018.

2018 Special Town Meeting Warrant Opens/Closes December 6

Warrant Opens Dec. 6, at 8AM-4PM

The Board of Selectmen voted to call a Special Town Meeting to be held on February 12, 2018, at Town Hall starting at 8:00 p.m. The meeting is being called to consider Zoning Recodification and capital projects related to Hardy School. The Warrant Article Submission Packet, which includes instructions, is available at the Board of Selectmen's Office at Town Hall and also online at arlingtonma.gov/townmeeting.

Special Town Meeting is February 12, 2018.

This message is being sent to both Town of Arlington Notices and Town Meeting Members email lists.

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[Unsubscribe from all Town of Arlington eNotifications.](#)



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 – 3090

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

Zoning Recodification Outreach Meeting Schedule

Office Hours, Thursdays 5:00 p.m. to 7:00 p.m.

Town Hall Annex, First Floor Conference Room

December 7

December 14

January 4

1st ARB Public Hearing

Senior Center, Main Room

Monday, January 8 at 8:00 p.m.

Neighborhood Meetings, 7:00 p.m. to 9:00 p.m.

Wednesday, January 17, Brackett School Media Center

Thursday, January 18, Thompson School Media Center

Wednesday, January 24, Peirce Media Center

Thursday, February 1, Hardy Media Center

Zoning Recodification Working Group Outreach Plan

11/30/17

	Why	Who	When	How	Notes
Town website	Displaying all docs.	Laura/Amy	Ongoing		
Town notices via email	Notice of public forums, docs. on line	Laura/Joan	1 and 2 weeks before each public event		
Twitter and Facebook	Announcing events, docs on line.	Laura/Joan	starting 2 weeks before events		
Town Meeting email announcements	Invite to public meetings, docs on line.	Laura/Joan	1 and 2 weeks before each public event		
Town Meeting Members targeted outreach mailing and email	Answer questions, elicit concerns, feedback to ZRWG of issues, problems	Steve, David, Christian, staff	November through Town Meeting	Email and mail	First contact made in early November with a 4 question survey, and 20% response rate
Mailing to Town Meeting Members with information about all upcoming meetings and public hearing.	Informational.	Staff	Week of December 11.	Mail	
ARB Public Hearing	Required	ARB, staff, ZRWG	Jan. 8, 2018		
Neighborhood Meetings targeted to Town Meeting Members, open to the public	Provide info on final plan, answer questions	ZRWG and staff	Wed. 1/17, 7PM	Brackett School	Locations still unconfirmed by School Dept.
			Thursday 1/18	Thompson School	
			Wed. 1/24, 7PM	Peirce School	
			Thurs. 2/1, 7PM	Hardy School	

Zoning Recodification Working Group Outreach Plan

11/30/17

	Why	Who	When	How	Notes
Personal contact with TMMs and other stakeholders	Explain the process and understand concerns	ZRWG	November, December	Email, phone, meetings	Underway
Community newsletters		ZRWG			
Neighborhood facebook pages		Nancy, ZRWG, staff			
Press conversations	Education, persuasion, meeting publicity	ZRWG, staff	January		
Advocate Editorial		ZRWG, staff, ARB	January 4, 2018 (prepare in December)		
ACMI interview		ZRWG, staff			
Patch		ZRWG, staff			
Your Arlington		ZRWG, staff			
Develop additional materials					
expanded FAQ					
Updated "Guide" documents					
Power point presentations					
Meetings					



Town of Arlington, Massachusetts

2018 Meeting Schedule

Summary:

8:10-8:20PM Board will discuss 2018 Meeting Schedule

ATTACHMENTS:

Type	File Name	Description
📎 Reference Material	2018_Meeting_Schedule.pdf	DRAFT 2018 Meeting Schedule



ARLINGTON REDEVELOPMENT BOARD

TOWN HALL ARLINGTON, MASSACHUSETTS 02476

TELEPHONE 781-316-3090

2018 Meeting Schedule

(Generated 11/30/2017, Subject to change)

In general, the ARB meets on the 1st and 3rd Monday of the month, in the Town Hall Annex, 2nd floor conference room, at 7:30 pm. Monday holidays or other events may cause a change in the schedule. If there are no pressing agenda items meetings may be cancelled.

MEETING DATE	DEADLINE PUBLIC HEARING
January 8, 2018	
January 22, 2018	
February 12, 2018	
February 26, 2018	
March 5, 2018	
March 19, 2018	
April 2, 2018	
April 23, 2018	
May 7, 2018	
May 21, 2018	
June 4, 2018	
June 18, 2018	
July 9, 2018	
July 23, 2018	
August 6, 2018	
September 10, 2018	
September 29, 2018	
October 1, 2018	
October 15, 2018	
November 5, 2018	
November 19, 2018	
December 3, 2018	
December 17, 2018	



Town of Arlington, Massachusetts

Approval of Meeting Minutes from November 13, 2017

Summary:

8:20-8:30PM Board members will review minutes from the previous ARB meeting and provide feedback for edits and vote.

ATTACHMENTS:

Type	File Name	Description
Reference Material	DRAFT_ARB_Minutes_11132017.pdf	DRAFT Minutes November 13, 2017

Arlington Redevelopment Board
November 17, 2017
Minutes
Town Hall Annex, Second Floor Conference Room – 7:30pm

This meeting was recorded by ACMi.

PRESENT: Andrew Bunnell (Chair), Andrew West, Kin Lau, David Watson, Eugene Benson

STAFF: Jennifer Raitt

GUESTS: Zeke Brown, Brown and Fenollosa, Kevin Flynn

Correspondence: None.

The Chairman opened the meeting at 7:30pm and turned to the first item on the agenda, Public Hearing EDR Special Permit for Docket #3545 to allow new construction of a mixed-use residential and commercial property at 87-89 Broadway, Arlington, Massachusetts, in the B2 Neighborhood Business District. Zeke Brown, Architect, Brown and Fenollosa, presented the project to on behalf of the proponent and stated the intent was to build a four-story, mixed-use building with three residential units consisting of 1,675 square feet each, one commercial unit, and two parking spaces per residential unit for a total of six spaces. The existing neighborhood consists of two- and three-family homes, which inspired the design. Mr. Lau supported the project but wondered if the trash disposal and storage location could be moved closer to the building. Mr. Brown and Mr. Flynn offered to add the trash disposal requirement to the condominium documents. Mr. Lau suggested the placement of a window in the elevator lobby which would be visible from the front of the building. Mr. Watson inquired about secure bicycle storage for the occupants and suggested the addition of an exterior bike rack in the front of the building for commercial use. Condominium documents will be amended to allow the use of the elevator and stairs for in-unit bicycle storage.

Mr. Bunnell opened public comment. Bob Radoccia of Columbia Rd. expressed concern about the size of the parking spaces. Staff responded that the size of each space is adequate and meets requirements. Chris Loreti, 56 Adams Street, asked about the storm mitigation requirement and asked whether the proponent considered relocating the building to the other side of the lot to keep distance from the neighboring, existing three-family dwelling. The chairman responded that the Special Permit requires that a stormwater mitigation plan is reviewed and approved by the Town Engineer, separate from the ARB permitting process. The proponent responded to the second comment stating that they had made that design consideration, but wanting to keep alignment with other homes along the street and provide adequate distance from the outdoor play area at the neighboring preschool.

Mr. Bunnell closed public comment. Mr. Benson asked the about storm water recharge. The proponent explained that there will be two separate recharge tanks under the driveway. Mr. Benson also asked if the proponent conducted an on-site contamination study. The proponent stated that they conducted a 21E and filed it with the Health Department. There were two findings: there was oil on site from an oil overflow and the former building contained asbestos. All hazardous materials have been removed from the site.

Mr. Lau moved to approve the Special Permit as amended. Mr. Benson seconded. All voted in favor. (5-0).

Mr. Bunnell moved to the second item on the agenda, Zoning Recodification Update. Jennifer Raitt, Director, Planning and Community Development, provided an update on zoning recodification, community engagement, and meetings. She noted that the Town expects to receive the hearing draft of the Zoning Bylaw by mid-November with a public release in early December. She anticipates a Special Town Meeting in early February.

Mr. Bunnell moved to the next item on the agenda, Follow-up from October 2, 2017 discussion regarding MGL Chapter 91. Ms. Raitt shared and reviewed the Planning Authority Review and drew attention to number 3 which stated that the Director of Planning and Community Development, as the Secretary ex-officio of the Arlington Redevelopment Board, will review future permit documentation to ensure everything is filled out properly and that all zoning requirements (abutter buffers, setbacks, etc.) are met. Ms. Raitt compared this process to the existing Zoning Board of Appeals review process.

Mr. Bunnell sought a vote to allow administrative approval unless a possibility of denial or unusual circumstances exist. Mr. West moved to approve. Mr. Benson seconded. All voted in favor. (5-0).

Mr. Bunnell moved to the next item on the agenda, Conservation Commission Regulations for Wetlands Protections – proposed revisions. Additional Regulations were received from the Conservation Commission addressing climate resiliency. Ms. Raitt appreciated the Commission’s forward thinking approach to conservation issues in town, but felt a planning process and the Municipal Vulnerability Plan should be in place first to create metrics and a plan with specific adaptation and resiliency strategies that the town can strive to meet. Mr. Benson felt it was appropriately limited to their jurisdiction and scope, but in keeping with Ms. Raitt’s comments, recommended that the references to plans be deleted until such time as there are plans in place. Recommendations to the Conservation Commission included specific language when defining compelling reasons regarding fee waivers and the addition of certified mail under the delivery options. Ms. Raitt will provide a letter to the Commission on behalf of the Board.

Mr. Bunnell moved to the next item on the agenda, Approval of Meeting Minutes from October 16, 2017.

Mr. Lau moved to approve the meeting minutes as amended, removing the language after the word criteria. Mr. West seconded. All voted in favor. (5-0).